Instructions for completing the Biggs User Authorization form

This document is to serve as an overview for completing the various sections of the form. The form should be completed on-line, printed and signed by the employee and the employee's supervisor.

Check box and 'A, U, D' instructions:
Checks can be entered into check boxes by double left clicking on the desired check box which will open a pop-up window. Select 'checked' in the 'default value' section of the pop-up window. Click OK to close the pop-up.

The same basic principle applies to the 'A. U, D' line for each item but the procedure is a bit different. Double left clicking on the 'A, U, D' item opens a pop-up window. The upper right portion of this window shows the options that are available to select. Single click on the choice you want to have show on the form. Then move the selection to the top of the list using the arrows to the right of the choices. The item you chose must be moved to the top of the list in the window for the selection to show up on the form. Click OK to enter your selection onto the form.

1) Transferring From: / Transferring To:
The purpose of this section is to notify support staff of any existing state network access or if state domain access will be still be required when the employee leaves his or her current position. This section is to be completed under the following circumstances: An employee is transferring in to any DHSS Division from any State agency; an employee is transferring out to a non DHSS agency; or an employee is transferring within or between any DHSS Division. Please do not use the agency billing code.

The information needed:
 a) Department - The actual name of the department transferring to or from. Examples are DSCYF if it to or from Kids, DHSS if with this Department etc.
 b) Division - This would be completed for the DHSS division(s) involved. Examples would be DMS or DMS/ARMS or DCSE, DPH, etc.
 c) Unit/Section - Preferably would be the location or pool/team. Examples would be DeLaWarr, Milford team 360, etc.
 d) Check the appropriate box to indicate employee type.

2) Employee information section:
The employee's demographics information is recorded in this section as well as the action requested, mainframe logon ID (if known) and the effective date of the add, update or delete. This section needs to be filled out as completely as possible. The location should include the actual building, campus, or facility with room number if available. A phone number is needed in case the employee needs to be contacted by support staff. The supervisor's name needs to be printed. The Company name needs to be either the DHSS Division, as in DCSE, DMS etc, or if the employee is a vendor/contractor, the company name along with the DHSS division the company is affiliated with.

3) Client Server Applications:

This section is used when the client server systems access is requested. The groupings are by Divisional needs including a section with systems used by multiple Divisions.

        a) The boxes in front of all systems you are choosing should be checked. See the instructions prior to item 1 in this document for setting your choice.

        b) The 'A, U, D' portion is used to indicate what action is to be taken for the selected system. The choices are: Add, Update or Delete. See the instruction prior to item 1 in this document for setting your choice.

Important note - There is a separate form required for HRMS access.

4) Mainframe Application section:
The mainframe applications section is used to request access to those systems that reside on the Biggs mainframe. They require a mainframe logon ID as assigned by support personnel. This section is similar to the Client Server Section with the exception that a screen name is needed to indicate the level of access and types of data that you need to access. If you do not know the screen name that you require, please contact the IT liaison of your division for help. The screen name should be entered on the blank line provided after the name of the requested system. Be sure to use the check box and indicator for 'A,U,D'.

A choice of 'Other' is included in this section. 'Other' can be used to request ANY system you require that is not listed on this form. Space is limited on this form. If you have more than one 'Other' request, write them on the form below that section but please be sure that those systems are not included anywhere on the form.

5) Access Resources:
Various state resources can be requested using this section. Possibly the most important item on this form is included here which is the 'State Domain' check box. This checkbox is used to request actual state network access which includes establishing e-mail. Be sure to check all boxes for any resources that you will require.

6) Dover section:
Important This section is for inventory purposes only. Checking any of these boxes will not add, update or remove any of these Dover (William Penn mainframe) systems listed. Additional forms are required.

        a) A Dover form ISF-20 is required for all of the following:

                DFMS - Also requires a "DFMS Security Code Request" form

                JICP - Also requires a JIC "User ID Request form for non court users"

                DELJIS - Contact DELJIS for additional forms and requirements

                DOLP - An ISF-30 may also be required

                MTRV - An ISF-30 may also be required

                CORP - An ISF-30 may also be required

        b) DTINet and DTIVPN require another Dover form that can be requested via the Helpdesk. DTI does not provide those forms unless requested by the agency ISO.

        c) PHRST requires a PHRSTI00A form and a training form.

The above mentioned forms can be obtained by following the links on the DHSS Forms

Page at the following link: http://intranet.dhss.state.de.us/dms/irm/forms.html

7) DB2 Inquiry:
Systems listed here are for special access. Check with your supervisor if you think you need any of these accesses.

8) SSL VPN
SSL VPN is for remote access to certain state systems. All of the information requested in this section of the form is required to grant this access. The systems that remote access is needed for also need to be checked in the Mainframe Applications and/or Client Server Applications sections.

      1) Be sure to check the SSL VPN check box.
      2) DDSS (DDDS on the form) # - This is your agency's billing code number. If you are not sure of this, check with your fiscal office.
      3) 'IP Address of Destination' and 'Desired Protocol & Port' - If you do not know this information, contact one of your network support staff
      4) 'Home Address' and' Home Phone #' - These are required fields
      5) 'Purser Signature' - Leave blank. This is for IRM purposes.

9) Bottom section (Signatures):
      1) 'Employee Signature' - The employee must sign if still in our employ. If the form is for a delete or a transfer from the current agency, this can be left blank.
      2) 'Supervisor Signature' – The line must always be signed by the supervisor for any requested action.
      3) 'ACFM Admin' - Leave blank. This is for support staff purposes.
      4) 'Implemented by' - Leave blank. This is for support staff purposes.